

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-64

OPEN TO: All interested candidates

TITLE: Administrative Assistant (Travel)

GRADE: FSN-7 (Rs. 722,365 p.a. to Rs. 1,321,165 P.A.)

LOCATION: ISLAMABAD

OPENING DATE: May 3, 2011

CLOSING DATE: May 16, 2011

AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The position is located in the Executive Office and the incumbent is responsible for travel related responsibilities. The incumbent is a member of the HR Unit and works under the supervision of the HR Manager or her designee, providing administrative support duties in the travel area. The incumbent is responsible for coordinating and arranging official TDY and in-country travel and transportation, local temporary housing accommodation for USAID Mission personnel assigned to post, including US/DH, US/PSC, TCN/PSC, and FSN/PSC personnel. In addition, provides identical and/or similar functions for VIP visitors, and for the high number of TDYers who visit the USAID Mission Pakistan. Work involves travel and transportation support, customer services, problem resolution, visitor coordination, and performance of a variety of administrative support functions.

QUALIFICATION REQUIRED:

EDUCATION: Completion of college/university degree (fourteen years of education) in business administration or a related field is required.

EXPERIENCE: A minimum of three years progressively responsible experience in the field of travel management, hotel management, guest relations, conference planning, or a closely related field is required. At least one and one-half years of this experience should have included work in an international organization, in an English-language business environment.

LANGUAGE: Level IV (fluent) English and Urdu language ability is required. The incumbent is required to possess proficiency in written and spoken English, including the ability to translate non-technical writing from Urdu into correct English, and vice versa.

KNOWLEDGE: A good knowledge of the Official Airline Guidelines, and airline industry practices and airline policy changes. A good knowledge of office and administrative procedures and processes.

ABILITIES & SKILLS: Must be able to deal politely and tactfully, yet firmly and effectively, with direct-hire and personal services contract personnel, visitors, country officials, airline and hotel representatives, and others to ensure smooth travel operations supported by the Mission. Must also be able to work expeditiously and under pressure, to demonstrate initiative, and to plan and coordinate multiple and changing priorities in order to ensure that official visits, meetings, and conferences are supported adequately and with minimal disruption. Works independently to resolve most problems, and executes assignments with limited supervision. Typing and excellent computer skills, including word processing and spreadsheet processing, knowledge of travel management software, use of the OAG flight information system, etc. is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 16, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.